

EFFECTIVE DATE: JUNE 9, 1980

REVISION DATES: \_\_\_\_\_ 4.82

SUBJECT: WAGE SURVEYS

1. Purpose:

Wage surveys are used to determine prevailing wages and to support recommendations concerning wage and salary administration.

2. Responsibility:

The Personnel Department is responsible for wage and salary administration, and accordingly is responsible to conduct and to participate in wage surveys.

3. Policy:

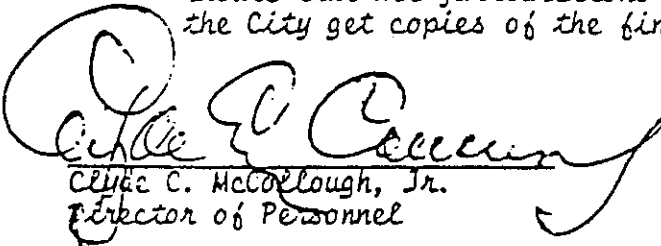
City policy is to respond to all wage and salary surveys received from other governmental jurisdictions. The City also participates fully in the Texas Consolidated Salary Survey and utilizes this survey as a primary source in determining the prevailing wage for unique public sector classifications.

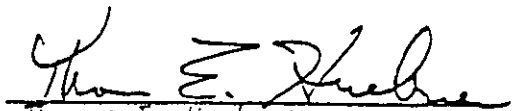
The City conducts a local salary survey to determine the prevailing wage for common key classifications in the private sector in the local labor market.

The City conducts special salary surveys as required for special situations or to update or clarify existing data.

The target date for the completion of routine surveys is mid-March. This is to provide adequate time to coordinate with the Department of Budget and Research and to formulate recommendations to the City Manager.

The Personnel Department is authorized to extract, compile, align and display survey data in the most useful format. The Department is directed to respect the confidentiality of private sector data when requested to do so, and to insure that all jurisdictions and private sector businesses cooperating with the City get copies of the finished surveys, if they so desire.

  
Clyde C. McCollough, Jr.  
Director of Personnel

  
Thomas E. Huebner  
City Manager

DATED: 6/9/80